

# CITY OF HELENA



**Position Title:** Risk Management and Budget Specialist

**Department:** Administrative Services      **Division:** \_\_\_\_\_

**FLSA:** Non-Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

This position is responsible for planning and performing a variety of highly responsible, confidential and complex technical, accounting, training and administrative duties for the Administrative Services Director and Budget & Studies Manager as well as administering the city's risk management program. The position provides information, direction and assistance to other departments, employees, outside agencies and the general public related to its duties. The position works with internal and external stakeholders to administer each program with the highest level of customer service. This person must be a dedicated and focused individual who excels at prioritizing, completing multiple task simultaneously.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

## **Risk Management**

This position administers the city's risk management program. This person is the direct liaison between the city of Helena and the MMIA. The position manages the operations of liability, fidelity, pollution, and vehicle damage and property coverage to ensure the safety of the City's property investments. Coordinates efforts to control or mitigate losses. The position works directly with department heads, supervisors, employees, attorneys, insurance agents and the public on claims against the city, property or vehicle damage and related events. This position will work to successfully negotiate settlement agreements with outside insurance companies for city vehicle repairs while protecting the financial interests of the City. Must be able to remain cordial, patient and professional in dealing with customers who may be under stress following an accident or damage to their property. Will receive, electronically file and maintain detailed claim files for liability and property claims using the MMIA software. This person will work proficiently with Microsoft Excel including working with established spreadsheet files and be able to create new spreadsheets as needed in the performance of assigned duties. Provides recommendations for changes in programs, policies or procedures to improve efficiency and cost effectiveness of operations. Recommends improvements in the work flow, procedures, and use of equipment and forms. Must be able to interpret regulations, policies, and procedures, make decision involving independent judgment and requiring specialized knowledge of technical practices and precedents; analyze situations and make appropriate decisions without supervision. Coordinates, supervises and monitors the efforts of other department staff in the performance of updating and maintaining records of city property for the property and liability insurance program and other special projects and activities. Utilizes the GIS system for researching technical and legal information regarding city properties for updating and maintaining the City's property database for the insurance program. Maintains a high degree of discretion and integrity in handling confidential data applicable to the City as a whole.

## **Budget**

Assists the Budget Manager in the development of the City budget. Works proficiently with established large and complex Excel spreadsheets. Enters all budget amendments into the City's accounting software and the budget working file. Assists city staff with entering their budgets into the City's accounting software and assisting in training programs for new administrative assistants and supervisors. This position must be functional in several major modules of the City's software system including, but not limited to, budget, accounting, personnel and utilities. This position is the records retention coordinator for Administrative Services and performs records management and departmental coordination. Assists in coordinating the annual budget calendar ensuring all deadlines are met including using Novus for commission items and submitting legal notices as required. Manages and updates the department web page as necessary.

### **City Water Bill Insert Program**

This position is responsible for administering the city water bill insert program. The position works with employees, outside organizations, printing companies and the city vendor ensuring that the inserts meet quality standards and deadlines. On a monthly basis, works individually with each customer proofing the inserts, providing guidance on design work and final approval. Occasionally designs inserts for departments. Collects payment and prepares deposit form to the correct fund. Annually solicits for inserts, prioritizes the requests according to city ordinance and submits the requests to the city commission for their approval each November.

### **Essential Knowledge, Skills and Abilities Related to this Position:**

#### **Knowledge of:**

- Advanced use of Microsoft Office products, including Excel, Word and PowerPoint software
- Modern office practices and procedures and of standard office and computer equipment
- Professional office management and records management and retention
- The principles and practices of accounting, budgeting and statistics
- Risk management and liability methods and practices

#### **Skill or ability to:**

- Maintain a high degree of discretion and integrity when handling confidential data
- Communicate clearly and effectively with others both orally and in writing and be able to explain complex processes in plain terms
- Work proficiently with Microsoft Excel including working with establish spreadsheet files and able to create new Excel spreadsheets as need in the performance of assigned duties.
- Be detail oriented, organized and flexible in managing multiple tasks simultaneously, set priorities and develop an action plan to accomplish them.
- Interact effectively with customers, insurance agents, police, attorney and other public personnel involved in the claims process.
- Use independent judgement and personal initiative in performing a variety of highly responsible, confidential and complex duties
- Compile, organize information and prepare correspondence, documents and reports, some of which are confidential in nature
- Document claim file activities in an accurate and timely manner.
- Establish and maintain effective, professional working relationships with employees and the public
- Accurately type/enter data at a speed appropriate to job performance.
- Learn, correctly interpret and stay current with policies, procedures, laws, codes and regulations
- Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines.

### **Physical Demands:**

The position requires the ability to perform sedentary physical work with the ability to lift and carry up to 10 pounds regularly and on occasion up to 50 pounds. The position must have the ability to perform body movements applicable to records management and an office environment. Ability to work in a standard office environment with ability to travel to different locations. Ability to see, hear, and speak to interact with public and city staff. Involves work of a general office nature usually performed sitting, such as answering the phone and operation of a computer. Involves work of a general office nature usually performed standing, such as operation of a copier.

### **Safety**

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

**Minimum Qualifications (Education, Experience and Training):**

This position prefers a Bachelor's degree in public administration, business administration, organizational development, communication, risk management or a related field AND three or more years of increasingly responsible technical and administrative, office management, risk management experience. Experience in a governmental agency is highly desirable. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

**Supervision Received:**

This position is under general direction from the Budget & Studies Manager.

**Supervision Exercised:**

Exercises direct coordination of and provides guidance to a wide variety of staff throughout the City for budget development, water bill inserts and the City's property and liability program.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.